



Sunriver Service District

541-593-8622
ssdadmin@sunriversd.org
57475 Abbot Dr, Sunriver
PO Box 2108, Sunriver, OR 97707



POSITION: FIRE CHIEF**JOB DESCRIPTION****DEPARTMENT:****SUNRIVER FIRE****REVISED DATE: 02/01/2018****REPORTS TO:****SUNRIVER SERVICE DISTRICT MANAGING BOARD**

Non-represented / Exempt status

SUMMARY

Responsible for planning, organizing, directing and overseeing all activities of the Sunriver Fire Department to protect life and property in the areas of firefighting, HazMat mitigation, rescue and emergency medical services. In addition, the effective administration of all aspects of the department is essential.

NATURE AND SCOPE

Responsible to ensure professional and effective delivery of all fire and emergency medical services in the community of Sunriver and the greater Ambulance Service Area. The Chief monitors and maintains professional discipline within the department, and ensures all employees are properly trained. The Chief is responsible for the effective and efficient utilization of department personnel, funds, equipment, facilities and working schedules. The Chief will develop and maintain excellent community relationships as well as represent the Fire Department and District at numerous public meetings. The Chief also has major responsibility for budget preparation and administration and may also be called upon to handle administrative tasks for the District Managing Board. The position is required to exercise considerable judgment and latitude in solving administrative and public safety issues.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties and responsibilities listed below should not be construed as all-inclusive. Listed are duties intended to be a representative summary of the major duties and responsibilities. Additional duties may be required as determined by the District Managing Board.

- Plans, organizes, directs and evaluates department operations to achieve short and long-range Department and Service District goals;
- Ensures a safe and secure community by providing an effective response to incidents and emergencies, protecting life and property. Effective response includes ensuring professionally trained staff, appropriate equipment obtained that is properly maintained and ensuring adequate public education;
- Provides value-based leadership to staff. Develops a culture of respect, mentorship and alignment of individual efforts and abilities toward the common organizational goals which will create an effective team;
- Engages the community in a way that creates positive partnerships, addressing safety and quality of life issues together while improving the community;

- Responsible for all administrative tasks to include strategic planning, budget preparation and control, project management, technology, overseeing appropriate contracts, grants, mutual aid agreements and other related tasks and/or assignments;
- Responsible for recruiting, selection, promotion, assignments, and evaluation of employees. Responds to complaints, grievances, initiates corrective action and/or discipline of employees. Develop and maintain a positive relationship with the bargaining unit and the Civil Service Commission;
- Prepares and presents monthly and special reports to the District Managing Board;
- Designated as the Emergency Operations Commander and oversees all aspects of the Emergency Operations Plan, ensuring it is up to date, working with the Police Department, Deschutes County Emergency Manager and Sunriver stakeholders. Plan and execute an annual drill to test the plan;
- Maintains close working, positive relationships with other local, state, and federal fire and emergency services agencies. These external positive relationships shall be extended to other community partners including, but not limited to the Sunriver Homeowners Association, the Sunriver Resort, The Village, the Police Department as necessary.
- Performs other related duties as assigned or necessary to carry out the objective of the position.

KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS

- Extensive demonstrated skills and experience with the essential duties and responsibilities listed above;
- Knowledge of in all phases of firefighting, mitigation, rescue, emergency medical services and disaster management. This would specifically include knowledge and skills in Emergency Medical program management, Wildland Fire and Hazmat incidents;
- Thorough knowledge of the Incident Command System and National Incident Management System;
- Thorough knowledge in principles of public administration and personnel management;
- Knowledge of pertinent federal, state and local laws, codes and regulations;
- Excellent communication skills, both orally and in writing, with all types of audiences from internal employees, command staff, District Managing Board, community partners and community members. These communication skills are used to develop cooperative and positive working relationships;
- Ability to operate personal computers, software and equipment specific to departmental activities including, vehicles, communication equipment and apparatus;
- Ability to provide effective leadership, motivation and supervision;
- Ability to be an active listener with excellent interpersonal skills;
- Ability to make sound decisions through research, analysis, creativity and input from others for the betterment of the community, sometimes under stressful situations;
- Ability and desire to acquire new skills;
- Possess integrity, ingenuity and inventiveness in the performance of assigned tasks

EDUCATION/EXPERIENCE/LICENSES

- Bachelor's degree in fire science, fire service administration, public or business administration or a related field preferred;

- At least ten (10) years of progressive, responsible fire department experience with increasing levels of responsibility in management and supervisory positions including at least five (5) years of command experience.
- Any equivalent combination of education, experience, training and certification which provides the knowledge and abilities to perform required duties;
- Valid Oregon driver's license, or the ability to obtain at appointment

PHYSICAL REQUIREMENTS

The work is performed in an office environment and in the field in a variety of emergency and non-emergency situations, which may involve exposure to potential personal danger. Proficient is the use of fire equipment and physical skills required to do the job of firefighter, i.e. strenuous activity in a fire or other emergency, operation of apparatus and fire vehicles, lift or carry heavy loads. Work duties sometimes require evening or weekend hours.